

The College of Education and Human Development (CEHD) manages a public calendar for reserving the lobby. See the directions below on how to submit a request. The screen may appear slightly different based on the version of Outlook you are using.

Please note College of Education and Human Development (CEHD) events are also given priority.

Student organizations should ask their faculty or staff advisors to reserve these spaces on their behalf.

## **How to Schedule an Event in the CEHD Lobby**

Send a meeting request to set up a time to meet with others and to track who accepts the request.

1. In Calendar, click **New Meeting**.



**Keyboard shortcut** To create a meeting request regardless of where you are in Outlook, press Ctrl+Shift+Q.

2. In the **Subject** box, tell your recipients what the meeting is about.
3. In the **Location** box, tell your recipients where this meeting will be held. If you use a [Microsoft Exchange account](#), click **Rooms** to check availability and reserve rooms.
  - **The calendar for the lobby is listed as COE Lobby.**
4. In the **Start time** and **End time** lists, click the meeting start and end times.
5. In the meeting request body, the following information is required. You can also [attach files](#). The following information should be included with the request:
  - **Event Name**
  - **Organizer Contact Information**
    - Name
    - Email
    - Phone Number
  - **Sponsoring Department:**
  - **Estimated Attendance:**
  - **Early Access Time:**
  - **Event Start Time:**
  - **Event End Time:**
  - **Are you providing food? Mark One:  YES  NO**
6. Click **Scheduling Assistant**. The Scheduling Assistant for Exchange accounts helps you find the best time for your meeting by analyzing when recipients and meeting resources, such as rooms, are available.

If you're not using an Exchange account, click **Scheduling**.

7. Click **Add Attendees**, and then type the recipients names, email addresses, or resource names (separated by semicolons) in the **Required**, **Optional**, or **Resources** boxes.

If you're not using an Exchange account, click **Add Others** > **Add from Address Book**.

You can search for attendees by typing in the **Search** box, and then clicking **Go**. Click the name from the results list, and then click **Required**, **Optional**, or **Resources**.

A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting. You can click and drag the lines to a new start and end time. For Exchange accounts, the free/busy grid shows the availability of attendees.

8. For Exchange accounts, the **Room Finder** pane contains suggested best times for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid.
9. After your attendees are added, to switch back to the meeting request, on the ribbon, click **Appointment**.
10. Click **Send**.
11. You will receive one of the following immediate responses via email.
  - Tentative
    1. Your request was received and is pending approval.
  - Declined
    1. Your request was declined because there are conflicts.
12. The request is only approved when you receive the following email
  - Accepted
    1. COE "the Room Number" has accepted this meeting.

## Open a CEHD Room Calendar

**NOTE** A [Microsoft Exchange Server account](#) is required.

1. In **Calendar**, on the **Home** tab, in the **Manage Calendars** group, click **Open Calendar**, and then click **From Room List**.
2. Type a name in the **Name** box, or click **Name** to select a name from the Address Book.
  - CEHD Calendar Name: COE Lobby

The shared Calendar appears next to any calendar that is already in the view.

After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane. The next time that you want to view the shared Calendar, you can click it in the Navigation Pane.

### **NOTES**

- To remove a calendar from the **Other Calendars** list, right-click the calendar, and then click **Delete Calendar**.
- The owner of the calendar items controls who can see the items and change them.

## Training Resource

[Lynda.com](#) has a very good tutorial on how to use Outlook Calendars.

1. Refer to Tutorial - Outlook 2013 Essential Training
2. Section 7 – Working with the Calendar

## CEHD Contact Information

You can contact Shea Allman at 404-413-8127 or [sallman@gsu.edu](mailto:sallman@gsu.edu) with questions.

## CEHD Lobby Information

- The lobby is not equipped with tables and chairs. If you need tables and chairs for your event, contact the **Facilities Customer Service Center** at 404-413-0700 well in advance of your event.
- Please do not block the entrances to the building and/or room 150.
- The lobby is equipped with furniture in the sitting areas. If you move this furniture, return the lobby in the order you found it.
- If you are having an event catered, you must make arrangements with your caterer to pick-up their equipment and clean-up after your event.
- If there is a large spill or something in the room gets damaged during your event, please notify the College of Education Dean and Human Development's Office staff immediately (10<sup>th</sup> floor).
- Any damages are the responsibility of the person, department, or organization reserving the room.